

**City of Lauderhill
Employment Opportunity
05/31/2017
Open Competitive**

**Job Title: Budget Analyst
Department: Finance and Support Services**

Salary:

\$52,900 Annually

General Description of Duties:

Under general and executive supervision, the purpose of the position is to use common procedures and practices, regulations, and organizational policies to assist in development and implementation of the City's budget. Employees in this classification perform complex, statistical work. Position is responsible for gathering, extracting, reviewing, verifying, and consolidating a variety of narrative and statistical data. Performs related work as directed.

Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.

Minimum Training and Experience:

Associate's degree **(transcript required)** in Accounting, Business Administration or closely related field; or a minimum of 60 credits towards a Bachelor's degree **(transcript required)** with at least 24 credits in Accounting, Finance or Business Administration; supplemented by one (1) year previous experience and/or training involving governmental budgeting; or an equivalent combination of education, training, and experience.

Special Requirements:

Valid State of Florida Driver's License

Proficient in the use of Microsoft Office Software applications

Basis of Rating:

1. Review of application based on education, training, and experience as requested in the application.
2. An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Open until filled

Applicant must file a complete application with degree transcript and attach copy of relevant certifications as indicated above.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd. Suite 338 Lauderhill, Florida 33313, from 7:30 A.M. to 5:45 P.M., Monday through Thursday or visit our web site at www.lauderhill-fl.gov.

**Equal Opportunity Employer/M-T/D/V
Pre-employment Physical, Drug and Alcohol Screening**